



Shire of Ngaanyatjaraku
ON A JOURNEY

**Minutes of Special Council Meeting
Held at Warburton
16th August 2016 at 1:00pm**

SHIRE OF NGAANYATJARRAKU
SPECIAL COUNCIL MEETING
16 August 2016

A G E N D A

1. **PRESENT**
2. **APOLOGIES**
3. **LEAVE OF ABSENCE**
4. **DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS**
5. **QUESTION TIME**
6. **REPORTS BY THE CHIEF EXECUTIVE OFFICER**

Report No. SM001-16 RFT T02 2015/16 – Accounting Services

CLOSURE OF MEETING BY SHIRE PRESIDENT

**MINUTES OF SPECIAL COUNCIL MEETING
HELD ON 16th AUGUST 2016 AT 1:00PM (WST)
IN THE SHIRE OF NGAANYATJARRAKU MEETING ROOM**

The Shire President Cr. McLean assumed the Chair, welcomed everyone and declared the meeting open at 1:08pm.

PRESENT Cr. J.D. McLean (President)
Cr. B. Thomas (Deputy President)
Cr. P. Thomas
Cr. J. Frazer
Cr. A. Bates
Cr. C.F. Twine
Cr. A. Jones

Mr. Chris Paget - Chief Executive Officer

APOLOGIES

Councillor L. West

LEAVE OF ABSENCE

Nil

QUESTION TIME

No questions

PRESENTATIONS / PETITIONS / DEPUTATIONS

Nil

DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS

Nil

REPORTS BY THE CHIEF EXECUTIVE OFFICER

REPORT NO: SM001-16 TO: SPECIAL COUNCIL MEETING 16th AUGUST 2016
SUBJECT: RFT T02 2015/16 – ACCOUNTING SERVICES

DATE:	12 August 2016
PROPONENT:	Shire of Ngaanyatjarraku
LOCATION:	Shire of Ngaanyatjarraku
AUTHOR:	Kevin Hannagan, Actg. Deputy Chief Executive Officer
REPORTING OFFICER:	Chris Paget, Chief Executive Officer
FILE NO:	CM.19
DECLARATION OF INTERESTS:	Nil – Officers involved in the Tender Evaluation have completed Conflict of Interest Declarations

PURPOSE

To provide Council with the details of the tender assessment for Tender T02 15/16 Accounting Services (AS) and to make a recommendation for the awarding of a contract.

BACKGROUND

In 2015 the City of Canning relinquished provision of accounting services for the Shire of Ngaanyatjarraku. The Shire subsequently appointed Moore Stephens for a period of one year (as a matter of urgency) to provide similar work until a tender process could be undertaken to provide services for a period up to five years.

Tender

The tender was advertised in *The West Australian* newspaper on Saturday 21st May 2016; tender responses closed at 4pm on Tuesday 7th June 2016.

The works tendered were for the provision of Accounting Services which incorporated provision of:

- Month End Review and Statement of Financial Activity;
- Annual Financial Statements;
- Annual Budget Statements;
- Annual Budget Review;
- Month-end Tax Services;
- FBT and Other Tax Services;
- Annual Grants Commission Information Return; and
- General Advice.

During the tender advertising period there were no Addendums issued.

Of the twelve (12) respondents provided with tender documents, seven (7) submissions were received by the closing date:

- 1) Accounting Solutions Partners;
- 2) Indigenous Business Services;
- 3) Moore Stephens;
- 4) Paxon Group;
- 5) Plus1 Group;
- 6) RSM; and
- 7) UHYHN.

Tender Evaluation

A tender evaluation panel was formed at the direction of the Chief Executive Officer. The following evaluation criteria were used as part of the tender evaluation process:

Evaluation Criteria		
Compliance Criteria		Criteria
a)	Compliance with the Conditions of Tender including completion of the Offer Form and provision of pricing submitted in the format required	Yes/No
b)	Compliance with their competence in accordance with the Accounting Professional & Ethical Standards Board Limited (APESB), APES 315 Compilation of Financial Information	Yes/No
c)	Compliance with the Specification contained in the Request	Yes/No
d)	Compliance with the Quality Assurance requirement	Yes/No
e)	Compliance with the Delivery Date	Yes/No
f)	Compliance with the Risk Assessment (items i to xii)	Yes/No
g)	Compliance with Insurance Requirements	Yes/No
Qualitative Criteria		Weighting
1	Relevant Experience	25%
2	Key Personnel Skills and Experience	25%
3	Tenderers Resources	25%
4	Establish and Maintain Relationship	25%

		Total Qualitative %
Price		Unit
1	Month End Review and Statement of Financial Activity	Per Annum
2	Annual Financial Statements	Per Annum
3	Annual Budget Statements	Per Annum
4	Annual Budget Review	Per Annum
5	Month-end Tax Services	Per Annum
6	Annual Grants Commission Information Return	Per Annum
		Price P.A. (excl. GST)
Price Variation Mechanism		Criteria
	Agreed	Yes/No
	If Not Agreed, is Alternative Accepted	Yes/No

This Tender was for a 'Lump Sum' with a 'Schedule of Rates' to be used for additional work. To arrive at an annual Lump Sum "Price", tenders were requested to estimate against a set quantity of transactions / processes for the estimated services required.

Following consideration of the submissions in accordance with the tender criteria, six (6) companies demonstrated the capability, resources and personnel to complete the service.

The Evaluation Panel elected not to consider one tenderer due to their non-conformance by not providing all information as requested.

Three tenders were short-listed for further consideration.

The submission received from Paxon Group demonstrated a high score in the Qualitative Criteria which best satisfied the specification requirements; best Lump Sum Price and best value for the Shire. Therefore, Paxon Group is recommended as the Preferred Tenderer.

STATUTORY IMPLICATIONS

The tender process has been conducted in accordance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

The tender process has been conducted in accordance with Council Policy CS 2.6 Purchasing.

FINANCIAL IMPLICATIONS

The draft 2016/17 Annual Budget has an allocation for Accounting Services, and the tendered price is close to that amount.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2015 - 2025

Outcome: 4.2 A capable and compliant local government.

COMMUNITY CONSULTATION

No community engagement is required.

COMMENT

No further comments are offered in relation to this tender evaluation.

ATTACHMENTS

Attachment 1 – Confidential Evaluation Report (provided under separate cover).

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1) notes the Confidential Evaluation Report;
- 2) awards Tender T02 15/16 Accounting Services to Paxon Group, Level 5, 160 St Georges Terrace, WA 6000 in accordance with that tendered for a Lump Sum of \$37,300 p.a. (plus GST);
- 3) authorises the Chief Executive Officer to enter into a Contract for Tender T02 15/16 Accounting Services with Paxon Group, Level 5, 160 St Georges Terrace, WA 6000 using the WALGA template, General Conditions of Contract for the Provision of Goods and Services; and
- 4) advises unsuccessful tenderers the award of a contract to Paxon Group, Level 5, 160 St Georges Terrace, WA 6000 for a Lump Sum of \$37,300 p.a. (plus GST) in accordance with the amount tendered.

VOTING REQUIREMENTS

Simple majority

MOVED Cr. P. Thomas, seconded Cr. Bates, that the recommendation contained within report SM001-16 be adopted.

#SM001-16

RESOLUTION:

That Council:

- 1) notes the Confidential Evaluation Report;***
- 2) awards Tender T02 15/16 Accounting Services to Paxon Group, Level 5, 160 St Georges Terrace, WA 6000 in accordance with that tendered for a Lump Sum of \$37,300 p.a. (plus GST);***
- 3) authorises the Chief Executive Officer to enter into a Contract for Tender T02 15/16 Accounting Services with Paxon Group, Level 5, 160 St Georges Terrace, WA 6000 using the WALGA template, General Conditions of Contract for the Provision of Goods and Services; and***
- 4) advises unsuccessful tenderers the award of a contract to Paxon Group, Level 5, 160 St Georges Terrace, WA 6000 for a Lump Sum of \$37,300 p.a. (plus GST) in accordance with the amount tendered.***

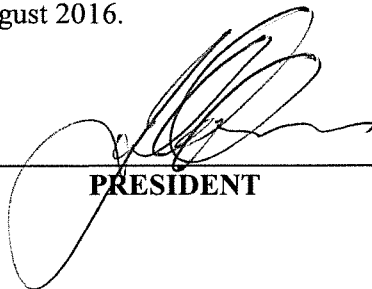
CARRIED 7/0

CLOSURE

There being no further business, the Shire President thanked everyone for their attendance and closed the meeting at 1.17pm (WST).

These minutes of the Special meeting held 16th August 2016 were confirmed at the meeting held on 30th August 2016.

Signed



PRESIDENT

Date

30 / 8 / 16